

Job Description – Special Events/Project Assistant

Full-time Seasonal Summer Position & Part-time Seasonal Summer position

General - The Special Events/Project Assistant position is responsible for aiding in the facilitation of Special Events for the City of Gunnison. In addition they will be involved in maintenance projects in and around the Jorgensen Event Center.

Schedule – Work for these positions begins as soon as possible working through September 13th, 2015

- Full-time position shifts are between 7 ½ hours and 9 hours per day totaling no more than 40 hours per week.
- Part-time position shifts are between 7 ½ hours and 9 hours per day totaling no more than 25 hours per week.
- **Weekend work will be necessary** for both of these positions to help facilitate special events.

Required Skills – Position requires spending extended periods of time outdoors. Must be 18 years of age and possess a valid Colorado Drivers License and have a basic level of mechanical aptitude. Must be service oriented and have the ability to approach and work with the public in a positive manner. Applicant must be physically able to perform the essential job functions including the ability to lift a minimum of 70 lbs.

Wage-

- The **Full-Time** Special Events/Project Assistant position pays **\$10.50 per hour plus a \$.50 per hour bonus** at the end of the season.
- The **Part-Time** Special Events/Project Assistant position pays \$10.00 per hour.

Contact **Andy Eflin, 970-210-1777** or aeffin@cityofgunnison-co.gov for more information

Stop in and pick-up an application at the Gunnison Community Center – 200 E. Spencer Street
Gunnison CO 81230

Applications due by June 19th